

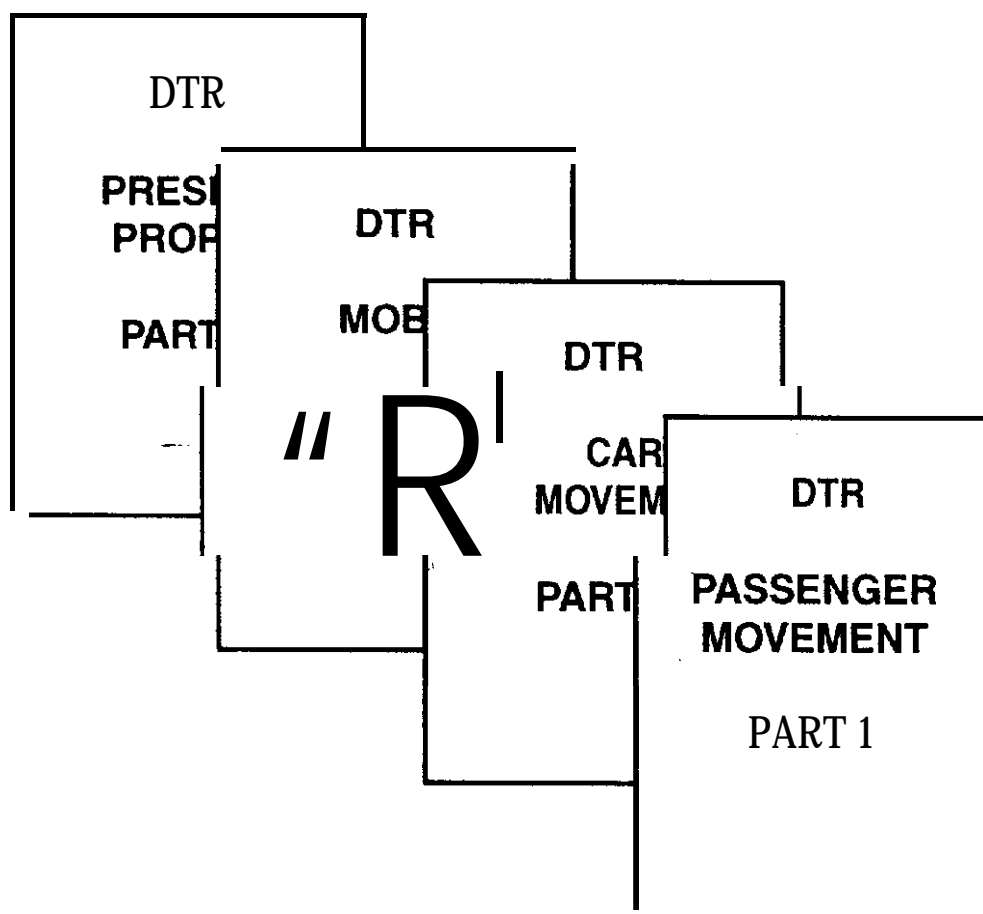


DOD 4500.9-R

DEFENSE TRANSPORTATION REGULATION

PART I

PASSENGER MOVEMENT



AUGUST 1995

OFFICE OF THE UNDER SECRETARY OF DEFENSE

FOR ACQUISITION AND TECHNOLOGY



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301 -3000

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FOREWORD

This Regulation is issued under the authority of Deputy Under Secretary of Defense (Logistics) **Memorandum**, "Defense Transportation Regulation (DTR), Parts I-IV," August 4, 1995. It implements DoD policies governing the use of DoD-owned and controlled aircraft and establishes criteria for passenger, personal property, cargo, and mobility movement. In accordance with DoD Directive 5158.4, "United States Transportation Command," January 1993, USCINCTRANS is the DoD single manager for transportation (for other than Service-unique or theater-assigned transportation assets). Strict adherence to the provisions of this Regulation is essential to maintain the integrity of the DoD transportation system. **This Publication provides for the movement of passengers, cargo, and personal property to, from, and between the Continental United States (CONUS) and Outside the Continental United States (OCONUS).**

This Regulation applies to the Office of the Secretary of Defense; Military Departments; Chairman and Joint Chiefs of Staff; Unified Combatant Commands; and the Defense Agencies (hereafter referred to collectively as the "DoD Components"). It also applies to Uniformed Service members of the U.S. Coast Guard, U.S. Public Health Service, and U.S. Coast and Geodetic Survey, when cross-servicing agreements are in effect.

This Regulation is effective immediately. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this Regulation and all DoD Components will distribute it for use at the operating level. The DoD Components may publish more detailed guidance if needed and will provide a copy to USTRANSCOWTCJ4-LTP. Proposed changes to this Regulation may be sent to USTRANSCOWTCJ4-LTP after being staffed through appropriate DoD Component traffic management channels. USTRANSCOM will then forward proposed changes to the Assistant Deputy Under Secretary of Defense for Transportation Policy for approval. No changes to the Defense Transportation Regulation (DTR) may be made without prior coordination with the Military Services.

The DoD Components may obtain copies of this Regulation through their own publication channels; approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Publication from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies for a fee from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

James R. Klugh
Deputy Under Secretary
of Defense (Logistics)



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REFERENCES

(Each applies to the current edition, unless otherwise specified. Due to numerous reorganization efforts, the guidance in some of the references may have been or will be reissued in other publications. It may be necessary to consult a functional area expert to determine the most recent guidance)

1. DoD 4500.9, Transportation and Traffic Management, 26 January 1989.
2. DoD Directive 5158.4, United States Transportation Command, (current edition).
3. Title 37, Code of Federal Regulations, (current edition).
4. DoD 4515. 13-R, Air Transportation Eligibility, 3 November 1994.
5. DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services, (current edition).
6. USTRANSCOM Regulation 110-5, Acquisition Oversight Group, (current edition).
7. DoD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies, (current edition).
8. DoD Instruction 4500.19, Interservice, Interdepartmental, and Interagency Support, (current edition).
9. DoD Instruction 4100.31, Reports on Single-Manager Operations, (current edition).
10. DoD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP), 15 March 1987.
11. DoD Directive 4140.1, Materiel Management Policy (P&L), (current edition).
12. DoD Directive 5010.38, Internal Management Control Program, (current edition).
13. Joint Federal Travel Regulations, Volume I (current edition).
14. Joint Travel Regulation, Volume H (current edition).
15. AFI 24-10 1/MCO P4600.7/NAVMILPERSCOMINST 4650.2, Passenger Movement, (current edition).
16. AFR 76-11, Rates for Movement of Government (current edition).
17. AMC Pamphlet 24-101, AMC Pet Information, (current "edition).

18. AFR 177-103, Travel Transactions at Base Level, (current edition).

19. AR 37-1, Army Accounting and Fund Control, 30 Apr 91.

20. MCO 4631.9, Construction Customer ID Codes via MAC Service, (current edition).

21. NAVCOMPTINST 4600.2B, Customer Identification Codes for Temporary Additional Duty Travel, 1 Apr 93.

22. AFR 76-28, Non-Government Passengers and Cargo, (current edition)

23. AFR 76-5, AR 55-6, MCO 4630.11A, OPNAVINST 4630.3A; Policies and Procedures for Obtaining Passenger Reservations for DoD International Air Travel (current edition (obsolete)).

24. AFJMAN 24-204/TM 38-250/MCO P4030.19F/NAVSUP Pub 505(Rev)/DSAM 4145.3, Preparation of Hazardous Materials for Military Air Shipments, (current edition).

25. AR 600-8-105, Military Orders, (current edition).

DEFINITIONS

The following word/phrase definitions are provided for use in conjunction with this Regulation.

1. **Acquired Dependent.** A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current overseas tour.

2. **Active Duty.** Full-time duty in a military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

3. **Air Evacuation Patient.** The process of moving any person by air who is wounded, injured, or ill to and/or between medical treatment facilities.

4. **Airlift Clearance Authority (ACA).** A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DoD 4500.32-R, MILSTAMP.

5. **Armed Forces (Military Services).** The Army, Navy, Air Force, Marine Corps, and Coast Guard (See 37 CFR 101(4)).

6. **Baggage, Accompanied.** All baggage carried or accompanying a passenger traveling on an aircraft.

a. **Carry-On Baggage.** Accompanied baggage carried aboard the aircraft by a passenger. This includes cosmetic cases, briefcases, shaving kits, or other packages to which a passenger may desire access during flight.

b. **Checked Baggage.** Accompanied baggage accepted and checked for a flight at the time a passenger is processed. It normally is stored in the aircraft in such a way that it is not available to the passenger during the flight.

7. **Best Value.** Selection of contractors/carriers to support Defense Transportation System requirements will be based on a trade-off between cost and other factors, such as past performance and ability to perform service within stated requirements. Low cost will not be the primary factor and it is possible that the low cost carrier will not receive the award in a best value selection. Past performance factors could be: on-time pick-up and delivery percentage, lost or damaged cargo percentage, and number of claims. Service factors could be: in-transit visibility (ITV) ability; response time for requirement, and routing ability.

8. Blue Bark U.S. military personnel, U.S. citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member.

9. Category B and M Airlift. Category B is AMC-procured planeload charter on commercial aircraft. Category M is travel on military aircraft.

10. Channel Airlift. Common-user airlift service provided on a recurring basis between two points.

11. Channel Sequence Listing. A listing of approved active AMC channels prepared annually by HQ AMC and distributed to all users of AMC airlift.

12. Channel Traffic. Passengers and cargo moving over established worldwide routes served by either scheduled DoD aircraft under the control of AMC or commercial aircraft under contract to and scheduled by AMC.

13. Close Blood or Affined Relative. A permanent member of a household, a resident in the household of a military member, a DoD civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. This does not apply to a dependent as defined in "Dependent" below.

14. Commercial Travel Office (CTO). The commercial activity providing full range of commercial travel and ticketing services at a DoD installation under a contract or memorandum of understanding.

15. Common-User Lift. U.S. Transportation Command-controlled lift: The pool of strategic transportation assets either government-owned or chartered that are under the operational control of Air Mobility Command, Military Sealift Command, or Military Traffic Management Command for the purpose of providing common-user transportation to the Department of Defense across the range of military operations. This assets range from common-user organic or chartered pool of common-user assets available day-to-day to a larger pool of common-user assets phased in from other sources.

16. Continental United States (CONUS). The 48 contiguous states and the District of Columbia.

17. Customer Identification Code (CIC). A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through Defense Business Operations Fund-Transportation.

18. Customer-Service Branch (CSB). An AMC functional branch representing the Services at aerial ports of embarkation for the purpose of providing passenger assistance and coordinating the flow of all air traffic (cargo and passengers) routed into the Defense Transportation System (DTS).

19. Defense Business Operations Fund - Transportation (DBOF-T).

DBOF-T is the USTRANSCOM portion of the DBOF transportation business area.

20. Defense Transportation System (DTS). That portion of the worldwide transportation infrastructure which supports DoD transportation needs in peace and war. DTS consists of those military and commercial assets, services and systems organic to, contracted for, or controlled by the Department of Defense, except for those which are Service-unique or theater-assigned.

21. Department of Defense (DoD) Aircraft. An aircraft owned or controlled by any DoD activity or component, includes planes chartered or leased for periods greater than 90 days

22. Department of Defense (DoD) Components. The Office of the Secretary of Defense (OSD) and activities administratively supported by the OSD; the Military Departments; the Chairman, Joint Chiefs of Staff; the Unified Commands; and the Defense Agencies.

23. Department of Defense (DoD) Foreign Clearance Guide. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.

24. Dependent. The use of the word "dependent" in this Regulation shall be as defined in Joint Federal Travel Regulation, Volume I, Appendix A, for uniformed Service members; and Joint Travel Regulation, Volume II, Appendix D, for civilians.

25. Destination Station. A base or airport where the mission ends as shown in the schedule.

26. Domicile. An individual's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.

27. Frequency Channels. A frequency channel may be set up when traffic requirements do not support the desired frequency of service. Frequency channels may be requested on the basis of operational necessity for support of a mission sensitive area or for quality of life purposes to remote areas.

28. Government Travel Services. A centrally-billed account for the purchase of official transportation tickets established between the transportation officer and a General Services Administration corporate charge system contractor.

29. Group Movement. A movement of 21 or more members traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by government conveyance or government travel request (GTR) from the same origin to the same destination. Movement could include locations en route as specified on the orders.

30. Intercity Bus. Coaches used for movement of any distance.

31. Intertheater. Between theaters or between the continental U.S. and theaters. Also ,,,.,,,, see “Intertheater Traffic.”

32. Intertheater Traffic. Traffic between theaters exclusive of that between the continental U.S. and theaters.

33. Intracity Bus. Coaches used for movements of 60 miles or less.

34. Intratheater. Within a theater.

35. Intratheater Traffic. Traffic within a theater.

36. In-Transit Visibility. The ability to track the identity, status, and location of DoD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination established by the CINCs, Military Services, or DoD agencies during peace, contingencies, and war.

38. Local Flight. A continuous flight performed within the local flying area which terminates at the point of origin.

37. Mobility Officer. Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. This designation also includes: Division Transportation Officer (DTO), Unit Movement Coordinator (UMC), Unit Movement Officer (UMO), Strategic Mobility Officer (SMO), Defense Movement Coordinator (DMC), Installation Deployment Officer (IDO), Embarkation Officer (EMBO), and Installation Mobility Officer (IMO).

39. Organic Airlift. Airlift provided by aircraft owned/operated by each Service.

40. Overseas. Any country or place beyond the limits of the continental United States. For purposes of this Regulation, Alaska, Hawaii, Puerto Rico, and U.S. territories and possessions are considered overseas.

41. Passenger Reservation Center (PRC). The AMC activity which makes reservations for international air passenger travel.

42. Planeload. Planeload is determined by the configuration and model of each aircraft as any regularly scheduled commercial route. Local CTOS can provide exact number of passenger seats available on any given aircraft, to ensure the TO does not exceed their authority for less-than-planeload bookings or routings.

43. Port of Debarkation (POD). The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

44. Port of Embarkation (POE). The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

45. Priority. Precedence for movement of traffic.

46. Requirement Channel. AMC channel that services two points on a recurring basis, with actual movements dependent on volume of traffic.

47. Single Point of Contact. For definition of single point of contact to customer and industry, see Chapter 101, paragraphs C.6.f. and C. 7.g.

48. Space Available Travel. The specific program of travel authorized by DoD 4515. 13-R, allowing authorized passengers to occupy DoD aircraft seats which are surplus after all space-required passengers have been accommodated.

49. Space Required Traffic. Mission essential traffic as identified in DoD 4515. 13-R.

50. Special Air Mission (SAM). Presidential-directed special missions.

51. Special Assignment Airlift. All domestic requirements and those requiring special pickup or delivery by AMC at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.

52. Special Assignment Airlift Mission (SAAM). A mission performing special assignment airlift. SAAM is defined as airlift requirements for special pick-up or delivery by AMC at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

53. Sponsoring Service. DoD Component which validates initial requirements and is sponsoring a particular activity, movement, or operation.

54. Strategic Transportation. Movement between theaters or between the CONUS and a theater.

55. Tariff. Rules and rates applicable to airlift services contained in AFR 76-11, U.S. Government Rate Tariffs; and AFR 76-28, Non-U.S. Government Rate Tariffs.

56. Theater. A geographic area outside CONUS for which a commander has responsibility and control. Exception is U.S. Atlantic Command's area of responsibility (AOR).

57. Traffic. Cargo, mail, passengers, patients, security courier material, accompanied baggage, and human remains. Outbound traffic is that which originates in the CONUS and is destined for an area outside of CONUS. Inbound traffic is that which originates outside of CONUS and is destined to or moving in the general direction of the CONUS.

58. Transportation Account Code (TAC). A four-digit code by which the appropriate Service, agency, or contractor identifies the account to be charged for transportation. (See DoD 4500.32-R) “

59. Transportation Officers (TO). Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer (ITO), Traffic Manager (TM), Traffic Management Officer (TMO), Passenger Transportation Officer (PTO), Movement Control Team (MCT), or Branch Movement Control Team (BMCT).

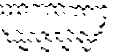
60. Uniformed Services. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

61. United States Transportation Command (USTRANSCOM). The unified command which is the DoD single manager for sea, land, and air transportation in both peace and war. USTRANSCOM controls all DoD transportation assets except those which are Service-unique or theater-assigned.

62. USTRANSCOM Transportation Component Commands (TCCs). The three component commands of USTRANSCOM: Air Force *Air* Mobility Command, Navy Military Sealift Command, and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.

ABBREVIATIONS AND ACRONYMS

ACA	Airlift Clearance Authority
ACL	Allowable Cabin Load
ACO	Administrative Contracting Officer
: - ADUSD(TP)	Assistant Deputy Under Secretary of Defense for Transportation Policy
AFI	Air Force Instruction
AFR	Air Force Regulation
AMc	Air Mobility Command, Army Materiel Command
AMTRAK	Registered Trademark for National Railroad Passenger Corp
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APS	Aerial Port Squadron
AR	Army Regulation
ARC	Air Reserve Components
ASIF	Airlift Service Industrial Fund (see DBOF-T)
AUTODIN	Automated Digital Information Network
BMCT	Branch Movement Control Team
C4S	Command, Control, Communication, Computer Systems
CAM	Commercial Air Movements
CBA	Centrally Billed Accounts
CFR	U.S. Code Federal Regulation
CIC	Customer Identification Code
CIM	Corporate Information Management
CINC	Commander in Chief
CJCS	Chairman of the Joint Chiefs of Staff
COCOM	Combatant Command
CONUS	Continental United States
COR	Contracting Officer's Representative
CORE	Contingency Response
CRAF	Civil Reserve Air Fleet
CRS	Commercial Reservation System
CSB	Customer Service Branch
CTO	Commercial Travel Office
DBOF-T	Defense Business Operations Fund-Transportation
DFAS	Defense Finance and Accounting Service
DFRIF	Defense Freight Railway Interchange Fleet
DMC	Defense Movement Coordinator
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODDS	Department of Defense Dependents Schools
DOS	Department of State
DOT	Department of Transportation
DTAV	DoD Total Asset Visibility



DTO	Division Transportation Officer
DTS	Defense Transportation System
EMBO	Embarkation Officer
FMS	Foreign Military Sales
GBL	Government Bill of Lading
GCCC	General Charter Coach Certificate
GSA	General Services Administration
GTN	Global Transportation Network
GTR	Government Transportation Request
GTS	Government Travel Service
HAZCOM	Hazardous Commodity
ICAO	International Civil Aviation Organization
IDO	Installation Deployment Officer
IMO	Installation Mobility Officer
ITO	Invitational Travel Order / Installation Transportation Office
ITV	In-Transit Visibility
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulation
JOPEs	Joint Operations Planning and Execution System
JSPS	Joint Strategic Planning System
JTB	Joint Transportation Board
JTR	Joint Travel Regulation
LOPA	Local Payment of Airlines
MAIN	Military Authorization Identification Number
MARAD	Maritime Administration
MARFORRES	Marine Forces Reserve
MATA	Military Air Transportation Agreement
MBA	Military Bus Agreement
MCO	Marine Corps Order
MCT	Movement Control Team
MEPS	Military Entrance Processing Stations
MILSTAMP	Military Standard Transportation and Movement Procedures
MO	Mobility Officer
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Military Rail Agreement
MRO	Military Route Order
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NAF	Nonappropriated Funds
NCA	National Command Authority
NDRF	National Defense Reserve Fleet
NGB	National Guard Bureau
OADUSD(TP)	Office of the Assistant Deputy Under Secretary of Defense for Transportation Policy
OAG	Official Airline Guide
OCONUS	Outside Continental United States
ORM-D	Other Regulated Material-D

OSA	Operational Support Airlift
OSD	Office of the Secretary of Defense
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PEC	Program Element Code
POD	Port of Debarkation
POE	Port of Embarkation
PRAMS	Passenger Reservation and Manifesting System
PRC	Passenger Reservation Center
PSRO	Passenger Standing Route Order
PTO	Passenger Transportation Officer
RIC	Reservation Identification Code
RRF	Ready Reserve Force
SAAM	Special Assignment Airlift Mission
SAM	Special Air Mission
SCAC	Standard Carrier Alpha Codes
SECDEF	Secretary of Defense
SECTRANS	Secretary of Transportation
SMO	Strategic Mobility Officer
SRP	Sealift Readiness Program
SSAN	Social Security Account Number
STATCO	Statistical Collection of Passenger Travel
TA	Transportation Agent
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TCC	Transportation Component Command
TDY	Temporary Duty
TM	Traffic Manager
TMO	Traffic Management Officer
TO	Transportation Officer
TPP	Travel Performance Period
UMC	Unit Movement Coordinator
UMO	Unit Movement Officer
USA	United States Army
USAF	United States Air Force
USCG	United States Coast Guard
USMC	United States Marine Corps
USN	United States Navy
USTRANSCOM	U.S. Transportation Command
USTRANSCOMR	U.S. Transportation Command Regulation
USCINCTRANS	Commander in Chief, U.S. Transportation Command